

IMMEDIATE ACTION

DEPARTMENT OF THE AIR FORCE
HQ Air Intelligence Agency
San Antonio TX 78243-7034

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Period Ending 30 September 1999

ATTENTION CUSTOMERS

The Electronic Transaction System (ETS) implemented on 1 October 1999. Please see General Information Section for more information on ETS .

Visit our Web Pages at:

Unclassified: <http://pdo.pdc.aia.af.mil/>

SIPRNET: <http://www.aia.ic.gov/products/publications/standardpubs>

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PART I--PUBLICATIONS

Section A--Functional (F) Requirements

1. New publications not previously announced. When announced, units without electronic connectivity, contact the Office of Primary Responsibility (OPR) listed to establish a requirement for a physical copy. X-Distribution publications are available only in physical form, directly from the OPR. Publications will be available for downloading from our Web Pages (above), when they are listed in Part I, Section D--Publications Distributed.

AIAI10-202, Monthly Readiness Report Program. This instruction establishes procedures for administering the Air Intelligence Agency (AIA) Monthly Readiness Report Program and provides guidance for unit commanders to report on their units' readiness status and their ability to fulfill their day-to-day mission requirements. The Monthly Readiness Report is designed to ensure the AIA Commander is informed of the readiness status of non-SORTS reporting AIA

units. This instruction applies to all AIA non-SORTS Reporting Organizations. This instruction does not apply to detachments and operating locations. OPR: HQ AIA/DO.

AIAI10-203, Readiness Accounting of Air Intelligence Agency Personnel. This instruction implements AFPD10-2, Readiness. It provides guidance and procedures for notifying Air Intelligence Agency (AIA) units and personnel tasked to support contingency operations. It establishes procedures and points of contact within AIA to respond to PALACE BLITZ/TENURE deployment tasking received from higher headquarters through the Air Force Personnel Center (AFPC), and establishes the Directorate of Personnel as the central manager for filling personnel requirements for contingency tasking. It applies to all HQ AIA major staff offices, wings, centers, groups and units worldwide. It does not apply to AIA gained Air National Guard and Air Force Reserve units. OPR: HQ AIA/DPPC.

AIAI23-101, Materiel Management. This instruction implements AFPD23-1, Requirements and Storage of Materiel, and follows guidance according to AFMAN23-110, Vol 1, Part 2, Assignment of Management Responsibilities and Account Numbers.

OPR: 690 CSS/ADW (CPDC) (Mr. Olivera)
DIST: F

It establishes a uniform system for supply materiel management in AIA. It provides direction to AIA organizations on requisitioning, purchasing, receiving, storing, issuing, shipping, identifying excess, and accounting for supplies. The instruction also includes roles and responsibilities for the Wing, groups, and units. It does not apply to AIA gained Air National Guard or Air Force Reserve units. OPR: HQ AIA/LGSP.

AIAPAM36-2901, Family Care Plans. This pamphlet implements AFD36-29, Military Standards. This pamphlet is a management tool. This pamphlet is to be used by all AIA subordinate units that have single member sponsors, military couples or military personnel with civilian spouses. It applies to AIA administratively controlled Air National Guard Units.

Section B--Publications Being Processed

2. The following is a list of publications 690 CSS/ADW currently has in the publishing process. Basic publications are "New" or "Revised," as indicated. Distribution is F unless otherwise indicated.

AFI10-201/AIASUP1, Status of Resources and Training Systems, OPR: HQ AIA/DO. It supersedes AFI10-201/AIASUP1, 16 Aug 96 (Rev).

AFI31-101VI/AIASUP1, The Air Force Physical Security Program, OPR: HQ AIA/SOX. It supersedes AFI31-101VI/AIASUP1, 31 Jan 97 (Rev).

AFI36-2805/AIASUP1, Special Trophies and Awards, OPR: HQ AIA/CVP. This supplement applies to the Air Intelligence Agency and its directorates and units for personal recognition and appreciation.

It does not apply to AIA gained Air National Guard and Air Force Reserve units (New).

AIAI10-204, HQ AIA Contingency Staff Operations, OPR: HQ AIA/DOXX. It supersedes AIAI10-204, 11 Oct 94 (Rev).

AIAI34-201, Funding Support for Special Morale and Welfare Purposes, OPR: HQ AIA/FM. It supersedes

AIAI34-201, 15 Sep 96 (Rev).

AIAI36-2801, Sensor Olympics Program, OPR: HQ AIA/DPPR. It supersedes AIAI36-2801, 1 Mar 94 (Rev).

AIAI 36-2803, Air Intelligence Agency Outstanding Airmen of the Year and First Sergeant of the Year Recognition Programs, OPR: HQ AIA/DPPP. It supersedes AFICR900-11, 1 Jun 92 (Rev).

AIAI36-2813, SENSOR Chaplain Award, OPR: HQ AIA/HC. It supersedes AIAI36-2813, 21 Mar 99 (Rev).

AIAVA38-101, (SECRET/NOFORN), Air Intelligence Agency Organizational Chart (U), OPR: HQ AIA/XRMO. It supersedes AIAVA38-101, 1 Oct 98 (Rev).

AIAVA38-102, Air Intelligence Agency Organizational Chart (U), OPR: HQ AIA/XRMO. It supersedes AIAVA38-101, 1 Apr 99 (Rev).

AIAPAM90-101, Distinguished Visitors, OPR: HQ AIA/CVP. It supersedes AIAPAM90-101, 18 Dec 96 (Rev).

Section C—Obsolete

3. The following publications are rescinded and replaced by none. Dispose of stock according to AFI37-161, Chapter 6. All requirements are canceled:

AIAI36-2804, 18 Sep 92, AFIC Communications Computer Systems Professionalism Awards (renumbered from AFICR900-12, 18 Sep 92).

Section D--Publications Distributed

4. The CPDC initially distributed the publications listed below between **1 Jun 99 to 30 Sep 99**.

AFI21-105AIASUP1, 7 Jun 99, Aerospace Equipment Structural Maintenance, OPR: HQ AIA/LGMY. It supersedes AFI21-105AIASUP1, 1 Aug 97.

AFI33-110/AIASUP1, 7 Jun 99, Data Administration Program, OPR: HQ AIA/DOXA.

AFI36-2805/AIASUP1, 1 Sep 99, Special Trophies and Awards, OPR: HQ AIA/CVP.

***AFI36-3014AIASUP1**, 30 Apr 99, Clothing Allowance For Air Force Personnel, OPR: HQ AIA/DPPX. It supersedes AFI36-3014AIASUP1, 7 Apr 95.

AFI37-161AIASUP1, 1 Jun 99, Distribution Management, OPR: 690 CSS/ADW (CPDC). It supersedes AFI37-161AIASUP1, 14 Sep 95.

AFI65-603/AIASUP1, 17 Jun 99, Official Representation Fund-Guidance and Procedures, OPR: HQ AIA/FMP. It supersedes AFI65-603/AIASUP1, 17 Jan 97.

AIAMD1501, 1 Jul 99, HQ Air Intelligence Agency Organization and Functions Chart Book, OPR: HQ AIA/XPMO. It supersedes AIAMD1501, 1 Aug 96.

AIAMD 1551, 1 Jul 99, 97th Intelligence Squadron, OPR: HQ AIA/XPMP.

AIAI10-202, 23 Aug 99, Monthly Readiness Report Program, OPR: HQ AIA/DO.

AIAI10-203, 31 Aug 99, Readiness Accounting of Air Intelligence Agency Personnel, OPR: HQ AIA/DPPC.

AIAI23-101, 30 Sep 99, Materiel Management, OPR: HQ AIA/LGSP.

****AIAI23-201V4**, 30 Apr 99, Materiel Management, Volume IV AIA Equipment Management, OPR: HQ AIA/LGSW. It supersedes AIAI23-201V4, 14 Jul 95.

AIAI34-201, 29 Sep 99, Funding Support for Special Morale and Welfare Purposes, OPR: HQ AIA/FM. It supersedes AIAI34-201, 15 Sep 96.

AIAI36-2801, 1 Sep 99, Sensor Olympics Program, OPR: HQ AIA/DPPR. It supersedes AIAI36-2801, 1 Mar 94.

AIAI36-2803, 6 Aug 99, Air Intelligence Agency Outstanding Airmen of the Year and First Sergeant of the Year Recognition Programs, OPR: HQ AIA/DPPP. It supersedes AFICR 900-11, 1 Jun 92.

AIAVA38-101, (SECRET/NOFORN), 1 Jul 99, Air Intelligence Agency Organizational Chart (U), OPR: HQ AIA/XPMR. It supersedes AIAVA38-101, 1 Oct 98.

AIAVA38-102, 1 Jul 99, Air Intelligence Agency Organizational Chart (U), OPR: HQ AIA/XRMO. It supersedes AIAVA38-101, 1 Apr 99.

AIAI38-201, 9 Jul 99, Manpower Policies and Procedures, OPR: HQ AIA/XPMR. It supersedes ESCR26-1, 15 Jul 91 and ESCP 26-4, 30 Oct 90.

***AIAI38-202**, 26 May 99, Guidance for Determining Colonel Requirements, OPR: HQ AIA/XPMR.

*** Announced and issued during the period covered by AIAPB 99-02, 7 Jun 99.**

**** Unannounced, but issued during the period covered by AIAPB 99-02, 7 Jun 99**

Section E--General Information

5. Correction to **Section B--Publications Being Processed, AIAPB 1, 2 Mar 98**, as reads: **AFI36-2805AIASUP1**, Air Intelligence Agency Outstanding Airman of the Year and First Sergeant of the Year Recognition Programs, OPR: HQ AIA/DPPP. It supersedes AFICR900-11, 1 Jun 92 (Rev).

This publication will not be printed as such. It will be issued as AIAI36-2803 in the near future. A totally new AFI36-2805/AIASUP1, Special Trophies and Awards, has been issued.

6. On 1 Oct 99, the Air Force Electronic Transaction System (ETS) replaced the publications and forms distribution system when the MAJCOM and base publications distribution offices (PDO) and centers (CPDC) closed. ETS is projected to serve AF, MAJCOM, FOA, Center, and Wing level products.

a. The central website will be located at the Oklahoma City Defense Mega Center (DMC); physical distribution at the Air Force Publishing Distribution Center (AFPDC), at Baltimore, Maryland; and theater distribution centers (TDC) at PACAF and USAFE. ETS will initially feature a service desk, on-line master catalog, unclassified AF departmental pubs loaded on web site, links to MAJCOM

and base web sites, full text/structured search, on-line ordering, product announcements, FOUO restricted site, and print-on-demand through DAPS. AIA Center and Wing publishing managers chose not to provide their publishing products to ETS at this time, as they are already available via other mechanisms--in-house intranets, common network drives,

b. All AIA activities must continue to have an account with AIA to receive AIA specific physical and accountable products. AIA will operate three WebSites, one unclassified and two classified. The two classified sites will have both AF and AIA products for the convenience of our customers:

(1) UNCLASSIFIED:

(<http://pdo.pdc.aia.af.mil/products/>).

(2) SIPRNET:

(<http://www.aia.kelly.af.smil.mil/products/>).

(3) JWICS:

(<http://www.iswan.aia.ic.gov/products/>).

c. AIA offices of primary responsibility will process and distribute their physical, non-electronic publishing products. These are publications and forms that for some reason remain in physical form and are not converted electronically. Customers must email (aiapdo@aia.af.mil) to request accountable forms and other physical, non-publishing items such as letterhead stationery and memorandum pads. Letterhead stationery and memorandum pads will, in turn, be distributed by the AIA Print Plant directly to requestor.

d. When ETS can support field operating agency products, AIA will transfer all AIA electronic publications and forms to ETS and stand-down its unclassified publication web service. Currently scheduled for 30 Jan 2000.

e. All customers will use the on-line ordering system by accessing the Air Force Publishing web site at URL <http://afpubs.hq.af.mil>. Disconnected users (users without electronic access) may continue to use the fax, mail or e-mail request options. An organizational account will be required

f. ETS Support Center Directory:

(1) CONUS Service/Order Desk:

Voice - DSN 312-754-2438

Comm. 202-404-2438

FAX: DSN 312-754-2387

Comm. 202-404-2387

Email ets@pentagon.af.mil

(2) PACAF Service /Order Desk:

Voice - DSN 315-449-5509

Comm. 808-449-5509

FAX: DSN 315-449-8209

Comm. 808-449-8209

Email 15CS.SCSPD@hickam.af.mil

(3) USAFE Service/order Desk:

Voice - DSN 314-480-2184

Comm. 011-49-6371-47-2184

FAX: DSN 314-480-7481

Comm. 011-49-6371-47-7481

Email css.scbpe@ramstein.af.mil

(4) AFPDC:

Voice - DSN 312-584-4529

Comm. 410-687-3330

FAX: DSN 312-584-4529

Comm. pending

Email afpdc-service@pentagon.af.mil

PART II--FORMS

Section A--Initial/Revisions

7. Following is a listing of new and revised forms.

AIA Form 6, Monthly Readiness Report, OPR: HQ AIA/DO.

Section B--Local Reproduction

8. Not used.

Section C--Electronic Forms (EF)

9. Following is a listing of new and revised forms:

AIA Form 6, Monthly Readiness Report, OPR: HQ AIA/DO.

Section D--Obsolete

10. The following forms have been deleted: AIA 36, Jan 94, Certificate of Promotion, HQ AIA/DPCE.

AIA 65, Feb 94, Sensor Olympics Certificate
of Achievement, OPR: HQ AIA DPC.
AIA 104, JUL 92, Team Activity Report,
OPR: HQ/XRMO
AIA 105, JUL 92, Action Plan, OPR: HQ
AIA/XRMO
AIA 106, OCT 93, CRITICOMM Message
Register, OPR: HQ AIA/DOOC.
AIA 140, Oct 93, Indorsement to Blanket TDY
Orders, OPR: HQ AIA/DOOC.
AIA 184, Oct 91, Monthly Supply
Management Data Report, OPR: HQ AIA/LG.
AIA 193A, Oct 93, Record of Official
Coordination, OPR: HQ AIA/DOOL.

Section E--General Information

11. Not used.

FOR THE COMMANDER

LINDA J. LAMBERTH
Chief, Web Technology Section